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PROCUREMENT MEMORANDUM NO. 8
Supplement 3

To: Branch and Division Chiefs and Regional Directors

From: , Deputy Director for Supply

Subject: Orders for Services Symbols

Director's Memorandum No. 15, Supplement 13, provides that Orders for Services shall be identified either by a contract number or by an Order for Services number. Contract numbers shall be assigned as prescribed in other issuances. Orders for Services numbers shall consist of: "OS", a letter in parentheses to indicate the fund chargeable, and a serial number. For example: OS (F) 24378. The following letters shall be used to identify the program chargeable:

- (F) General Commodities Purchase Program
- (M) Section 32 Market Purchase Program
- (C) Caribbean Stockpile Program
- (H) Territorial Emergency Program
- (D) Defense Aid Program
- (R) Red Cross Program
- (\$) Surplus Property Sales

When Orders for Services relate to food owned by other Federal agencies, the name of the owning agency shall be entered in the blank "Program Number" on the Order for Services form.

Contract numbers shall be used where the value of the Orders for Services exceeds \$2,000. Orders for Services numbers shall be used where the value of the service does not exceed \$2,000.

Both Orders for Services and contract numbers may be obtained from the Contract Development Section, Procurement and Price Support Branch.

